

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING JUNE 11, 2014
AGENDA**

1.0 Opening Procedures

- 1.1 Call to Order
- 1.2 Flag Salute
- 1.3 Opening Statement

“Public notice of this meeting has been sent to the Asbury Park Press and The Independent newspapers on May 16, 2014. Notice has been posted in accordance with the Open Public Meetings Act of 1975, Chapter 231, effective January 16, 1976, in the Board Office, 370 Broad Street. A copy of this notice is also on file in the office of the Borough Clerk”.

This meeting is being tape-recorded for the purpose of Board review and future reference and to assist in the preparation of minutes.

1.4 Roll Call

Mr. Biagianti	Mr. Henning, Vice Pres.
Mr. Bright	Ms. King-Cote
Ms. Burke	Mrs. Malinconico, President
Mr. Cooper	Mrs. Panzarelli
Ms. Durkin, UB Rep.*	Mr. White

Student Council Representative: Victoria Gonzalez

**Union Beach representative abstains on all matters other than matters relating to Keyport High School Union Beach students.*

2.0 Presentation – None

3.0 Communications – Mrs. Savoia

4.0 Public Participation – Agenda Items

5.0 Superintendent and Other Reports

- 5.1. Superintendent’s Report – Mrs. Savoia
- 5.2. Student Council Representative Report

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6.0 Committee Reports

- 6.1 Buildings & Grounds/Safety & Security/Recycling
- 6.2 Community Relations/Foundation
- 6.3 Curriculum
- 6.4 Finance/Negotiations
- 6.5 MCSBA/Legislative
- 6.6 Personnel
- 6.7 Policy
- 6.8 Special Education Liaison

7.0 Board Secretary's Office – Mr. McManus

- 7.1. Motion to approve the following minutes:

May 14, 2014	Workshop Meeting
May 20, 2014	Regular Meeting

8.0 Reorganization

Adoption of Official Newspapers

- 8.1 Recommend the Board approve the following item:

To authorize the Asbury Park Press and The Independent be adopted as the official newspapers to be used for the advertisement of meetings and legal ads and all other necessary public notifications for the 201X-201X school year.

Parliamentary Procedures

- 8.2 Recommend the Board approve the following item:

To adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the 201X-201X school year.

Approval of Depositories

- 8.3 Recommend the Board approve the following item:

RESOLVED that the below listed Financial Institutions, Fund and Corporation be designated as approved depositories for the Keyport Board of Education funds and that the Financial Institutions be required to

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be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes:

Approval of Depositories: TD Bank

AND FURTHER BE IT RESOLVED that the Board Secretary be authorized to wire transfer Board of Education funds between Board of Education accounts only.

AND FURTHER BE IT RESOLVED that the Board Secretary be authorized to enter into agreement/s with the State to allow the State to initiate credit entries to Board of Education accounts in its depositories by automatic deposit/s when appropriate.

AND FURTHER BE IT RESOLVED that any and all endorsements for or on behalf of this Corporation upon checks, drafts, notes or instruments for deposit or collection made may be written or stamped endorsements of the Corporation without any designation of the person making such endorsements.

AND FURTHER BE IT RESOLVED that the Board Secretary be authorized on behalf of the Board of Education to change existing account types and establish new Statement Savings, NOW, Special Checking and/or Money Market Investments Accounts in any one or all of the above depositories when in the best interest of the Board of Education

AND FURTHER BE IT RESOLVED that any funds on deposit in Board of Education accounts be subject to withdrawal at any time upon presentation of warrants, checks, notes, bonds, bond coupons or other instruments or orders for the payment of money when signed, live or facsimile.

AND FURTHER BE IT RESOLVED that the Board of Education Secretary is hereby authorized to deliver, upon demand, specimen facsimile signatures of required authorities to the above approved depositories.

AND FURTHER BE IT RESOLVED that the Board Secretary be hereby authorized on behalf of the Board of Education to:

(a) Withdraw from depositories and give receipt for, or authorize depositories to deliver to bearer or to any person designated by the Board Secretary, all or any documents and securities or other property held by the depositories for any purpose, and

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- (b) Authorize the depositories to purchase or sell C.D.'s, Repurchase Agreements and other securities, and
- (c) Execute and deliver all instruments required by the depositories in connection with any of the foregoing resolutions and affix thereto the seal of the Corporation

Authorized Signatures

- 8.4 Motion to authorize the following signatures on the accounts maintained by the Board of Education:

Custodian (General) Account	President or Vice President & Secretary and <u>Superintendent</u> (3)
Salary Account	<u>President</u> (1)
Payroll Agency Account	Secretary or Superintendent & President or Vice President (2)
Cafeteria Account	President or Vice President & Secretary or Superintendent (2)
Petty Cash Account	Secretary or Superintendent & President or Vice President (2)
Athletic Account	Secretary or Superintendent & President or Vice President (2)
Student Activities Account	Secretary or Superintendent & President or Vice President (2)

**Appointment of Representatives Requesting
Federal and State Funds**

- 8.5 Recommend the Board approve the following item:

RESOLVED that the Superintendent of Schools and the Business Administrator/Board Secretary for the Keyport Board of Education or their designees, be designated as the Board's agents to request state and federal funds under the existing State and Federal Laws for the period from the date of this Organization Meeting to the Board Organization Meeting in the next calendar year.

Board Policies/Regulations

- 8.6 Recommend the Board approve the following item:

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The adoption of all existing Board Policies and Regulations.

Petty Cash Accounts

- 8.7 Recommend the Board approve the following item:

RESOLVED to authorize the Board Secretary to establish the following interest petty cash fund account for the period from July 1st through June 30th during the next fiscal year in accordance with N.J.S.A.18A:4-15 and :19-13 and Title 6 of the N.J.A.C. 6:20-2.10.

Board Secretary's Office (checking) \$500

AND FURTHER BE IT RESOLVED to establish a maximum single Petty Cash expenditure of \$100.00 not to be exceeded without prior approval by the Board Secretary.

AND FURTHER BE IT RESOLVED that each account be replenished within a period of time not to exceed sixty (60) days without prior approval of the Board Secretary.

**Claims Auditor
Pre-Payment Authority**

- 8.8 Recommend the Board approve the following item:

Organization Chart

- 8.9 Recommend the Board approve the Organization Chart for the Board of Education. (Attachment).

**Designation of Superintendent
Transfer Authority**

- 8.10 RESOLVED that the Business Administrator/Board Secretary be designated as the Board of Education's Claims Auditor with authority, as provided by 18A:19-2 amended, to direct pre-payment of claims for Debt Service, Payroll, Fixed Charges and any other claim or demand which would be in the best interest of the Board to pay promptly.

- 8.11 Recommend the Board approve the following item:

RESOLVED that as provided by N.J.S.A. 18A:22-8.1 amended, the Superintendent of Schools be designated as Chief School Administrator to

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approve such line item budget transfers as are necessary between Board of Education meetings, and

FURTHER BE IT RESOLVED that such transfers shall be reported to the Keyport Board of Education, ratified and duly recorded in the minutes of such meeting not less than monthly.

Multi-Year Plans

8.12 Recommend the Board approve the following items:

- (a) The Long Range Facility Plan
- (b) The Three-Year Comprehensive Maintenance plan
- (c) Technology Plan
- (d) Comprehensive Equity Plan
- (e) New Teacher Induction/Mentor Plan

Educational Data Services, Inc.

8.13 Recommend the Board approve the following item:

Educational Data Services, Inc., as a New Jersey Cooperative Bidding Program for our school supplies. The licensing and maintenance fee for the 2014-2015 School Year will be \$3,200.

Vendor Name

8.14 Recommend the Board approve Systems 3000, Genesis, IEP Direct, Achieve 3000, Linked In and Frontline as suppliers of District Software for the term of July 1, 2014, through June 30, 2015, for an amount not to exceed \$100,000 annually.

8.15 Motion to appoint Edward McManus, Board Secretary, as the Public Agency Compliance Office (P.A.C.O.) for the period July 1, 2014, through June 30, 2015, in compliance with P.L. 1975 chapter 127.

8.16 Motion to appoint Edward McManus, Board Secretary, as the Public Agency Compliance Office (P.A.C.O.) for the period July 1, 2014, through June 30, 2015, in compliance with P.L. 1975 chapter 127.

8.17 Motion to approve Superintendent, Mrs. Lisa Savoia, as the Keyport Board of Education representative to the Shore Center/MOESC.

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8.18 Motion to approve Anne Owens to provide Occupational Therapy at the rate of \$78 per hour, not to exceed 12 hours per week (\$936 x 32 weeks = \$29,952) for the 2014-2015 school year.

8.19 Motion to appoint the following for the 2014-2015 school year:

School Physician	Dr. Robert Morgan
Affirmative Action Officer	Mr. Michael Waters
504 Compliance Officer	Anthony DePasquale
District Anti-Bullying Specialist	Anthony DePasquale
District Homeless Liaison	Denise Cleveland
District Education Liaison	Denise Cleveland
Central School Education Liaison & CS Anti-Bullying Specialist	Jane Gagliano
High School Education Liaison & HS Anti-Bullying Specialist	Lindsay Meyer-Thein

8.20 Motion to adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools for the 2014-2015 school year.

Appointment of District Certified Purchasing Agent

8.21 Motion to approve the following resolution:

Whereas, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

Whereas, 18A:18A-3 provides that contracts, that do not exceed the aggregate in a contract year the bid threshold (Currently \$36,000), may be awarded by the Board Secretary without advertising for bids when so authorized by board resolution, and

Whereas, 18A:18A-37,c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (Currently \$5,400) may be awarded by the Board Secretary without soliciting competitive quotations if so authorized board resolution.

Now Therefore Be It Resolved, that Edward McManus is hereby authorized to award contracts on behalf of the Keyport Board of Education that are in aggregate less than 15% of the bid threshold (Currently \$5,400) without soliciting competitive quotations, and

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Be It Further Resolved, Edward McManus is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Keyport Board of Education when contracts in the aggregate exceed 15% of the bid threshold (Currently \$5,400) but are less than the bid threshold of \$36,000 and make purchases via State contracts.

**Travel and Related Expense Reimbursement
2014-2015**

8.22 Recommend the Board approve the following item:

WHEREAS, the Keyport Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$25,000 for all staff and board members.

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**E-Rate
Extraordinary Unspecifiable Service**

- 8.23 Recommend the Board approve the following item:

WHEREAS, there exists a need for telecommunication services for the Keyport Board of Education for the 2014-2015 School Year.

WHEREAS, it has been determined that such telecommunication services are specialized in nature, require expertise in the field of telecommunication and can be provided only by someone with knowledge of policy and is not reasonably possible to describe the required services with written bid specifications, and

WHEREAS, funds are or will be available for this purpose in an amount not to exceed \$ _____.

NOW, THEREFORE BE IT RESOLVED, BY THE KEYPORT BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

1. The telecommunication services firm of E-rate Exchange, Syracuse, NY, is hereby retained to provide telecommunication services necessary.
2. This contract is awarded without competitive bidding as "Extraordinary Unspecifiable Services" in accordance with the Public School Contracts Law, N.J.S.A.18A:18A(a)(1) because it is for services performed by persons that cannot be reasonably described and bid.
3. The Board of Education is required to review the most recent peer review report prior to the engagement of the annual audit, and to acknowledge its review of the peer review report in the minutes that authorizes the engagement of the public school accountant.
4. A copy of this resolution as well as the contract shall be placed on file with the Secretary of the Board.

State Contract Purchasing

- 8.24 Recommend the Board approve the following resolution authorizing The Procurement of Good and Services through State Agency for the 2014-2015 School Year:

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WHEREAS, Title 18A:18A-10 provides that “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, The Keyport Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Keyport Board of Education desires to authorize its purchasing agent for the 2012-13 to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED that the Keyport Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors that have State Contracts. The Purchasing Agent shall make known to the Board the Commodity/Service, Vendor and State Contract Number utilized.

Doctrine of Necessity

8.25 Recommend the Board approve the following item:

WHEREAS, the School Ethics Act, N.J.S.A. 18AA:12-21 et seq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, questions have arisen regarding how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public Advisory Opinion A03-98 (April 1, 1998) but finds that there is a need to repeat and clarify its opinion; and

WHEREAS, the opinion set forth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

WHEREAS, the opinion further provided that if the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations

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committee because it is without even three members to serve as a committee, then the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its members after stating publicly its reason for doing so as set forth above; and

WHEREAS, in keeping with the Legislative purpose as set for the in N.J.S.A. 18A:12-22(a) the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity;

NOW THEREFORE BE IT RESOLVED that the School Ethics Commission hereby requires Boards of Education and Charter School Boards of Trustees that must invoke the Doctrine of

Necessity to adopt a resolution setting forth that they are invoking the Doctrine, the reason for doing so and the specific nature of the conflicts of interest; and

BE IT FURTHER RESOLVED that Boards of Education and Charter School Boards of Trustees that invoke the Doctrine are directed to read the resolution at a regularly scheduled public meeting, post it where it posts public notices for 30 days and provide the Commission with a copy;

BE IT FURTHER RESOLVED that the Commission shall distribute this Resolution to the county superintendents for distribution to the school districts and charter schools, the New Jersey School Boards Association, the New Jersey Principals and Supervisors Association, the New Jersey Association of School Administrators, the New Jersey Association of School Business Officials and the New Jersey Education Association.

**Healthcare
Third Party Administrator**

8.26 Recommend the Board approve the following item:

The agreement between Horizon Blue Cross, insert address, and Keyport School District. Horizon Blue Cross will provide Third Party Administrator services regarding the Flexible Spending Account Plan.

8.27 Motion to appoint Edward McManus as Custodian of Records for Keyport Public Schools for the school year 2014-2015.

8.28 Motion to approve the following item:

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RESOLVED that the Board of Education hereby establishes a photocopy fee of (\$.05) Five Cents for printed matter of letter size page or smaller and (\$.07) Seven Cents for printed matter of legal size or larger for official Board Minutes and other public documents.

- 8.29 Recommend the Board approve the following item:

RESOLVED that emergency procedures described in the official Keyport Emergency Management Plan be approved as recommended by the Superintendent of Schools.

- 8.30 Motion to approve student representation at the Regular Meetings of the Keyport Board of Education.
- 8.31 Motion to appoint Edward McManus as the Board Secretary for the school year 2014-2015.
- 8.32 Motion to approve Kenneth Krohe as follows for the 2014-2015 school year:
- Integrated Pest Management Coordinator
 - Asbestos Management Officer
 - Air Quality Designee
 - Chemical Hygiene Officer
 - Right to Know Officer
 - Health and Safety Designee
- 8.33 Motion to approve the following Tax Sheltered Annuity Providers for the 2014-2015 school year:
- | | |
|----------------------|----------|
| Equitable | Siracusa |
| Lincoln Investment | Valic |
| Met Life | Vanguard |
| Massachusetts Mutual | |
- 8.34 Motion to approve G. R. Murray Insurance as Broker of Record for worker's compensation and commercial liability coverage for 2014-2015 school year.
- 8.35 Motion to adopt Robert's Rules of Order as the parliamentary procedures to be followed by the Board.
- 8.36 Motion to approve workshops, conferences, meetings, and seminars for the 2014-2015 school year for staff members, contingent upon the event having a registration fee not to exceed \$150, having been deemed

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appropriate and having received approval by the Superintendent/Business Administrator and/or his/her designee.

- 8.37 Motion to approve reimbursement of hotel rates for a standard hotel room in excess of the guidelines if the hotel is part of a convention site and has received approval by the Superintendent/Business Administrator and/or his/her designee.
- 8.38 Motion to approve the attendance of Keyport Board of Education Members at conferences, meetings, and seminars sponsored by the Monmouth County School Boards Association and New Jersey School Boards Association and for which the registration fee does not exceed \$150. Reimbursement will be provided for incurred expenses.
- 8.39 Motion to approve reimbursement of travel expenditures, in accordance with N.J.A.C. 6A:23B-1.2(b), for the 2014-2015 school year, for all staff and board members for an amount not to exceed \$25,000.
- 8.40 Motion to authorize all regular business travel for the Superintendent and School Business Administrator or their designees for the 2014-2015 school year, at a cost not to exceed \$1,500 annually per person.
- 8.41 Motion to authorize Business Administrator to sell Solar Renewable Energy Credits (SRECs) on the open spot market effective July 1, 2014, through June 30, 2015.

9.0 Buildings & Grounds – Mr. McManus

9.1 Use of Facilities

9.1.1 Motion that the Board approve the following organizations for Use of the School Facility for the 2014-2015 school year. These requesters are frequent users and require one blanket approval by the Board of Education.

- a) Keyport PTO
- b) Keyport Recreation
- c) Keyport AYF/AYC (Indians)
- d) Keyport Youth Athletic League
- e) Keyport Emergency Management
- f) Girl Scouts of the Jersey Shore, Inc.
- g) Boy Scouts of America
- h) Red Raider Parent Club
- i) Borough of Keyport

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10.0 Finance- Mr. McManus

- 10.1 Motion to approve the Secretary’s monthly line item certification. Pursuant to N.J.A.C. 6:23 – 2.12 (d), the Board Secretary certifies that as of April 30, 2014, no budgetary line item account has been over expended in violation of N.J.A.C. 6:23 – 2.12.
- 10.2 Motion to approve the Report of the Secretary to the Board of Education (A-148) and Cash/Treasurer’s Reports (A-149) for the month of May which is in agreement.
- 10.3 Motion to approve bills for the month of June 2014 in the amount of \$TBD and supplemental bills for May 2014 in the amount of \$TBD.
- 10.4 Motion to approve the transfer of funds (attachment).
- 10.5 Motion to approve the following 2014 ESY out of district tuitions:

Collier Jet Program	Student 8606749727	\$9,560 (plus cost for aide tbd)
CPC High Point	Student 3138898803	\$8,750
	Student 6259385698 (UB)	\$8,750
Children’s Center	Student 2234565095	\$10,676
	Student 5855782016 (UB)	\$10,676
	Student 2001196010	\$10,676
Mary Dobbins	Student 9792068474 (UB)	\$9,795
Harbor School	Student 8518215955	\$8,282
Hawkswood School	Student 1719130762	\$10,084
	Student 6176616695 (UB)	\$10,084
	Student 1454536179 (UB)	\$10,084
Search Day Program	Student 2900941894	\$17,442 (\$11,172 + \$4,270 aide)
Somerset Hills	Student 5697290870	\$11,910

- 10.6 Motion to approve the following out of district tuitions for the 2014-2015 school year:

Career Center	Student 5427502964	\$5,200
	Student 9481187783	\$5,200
	Student 5226322624	\$5,200
	Student 3138898803	\$5,200
	Student 3412003638 (UB)	\$5,200
	Student 5206853164 (UB)	\$5,200
	Student 4818907085 (UB)	\$5,200
	Student 6895010457 (UB)	\$5,200

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The Children's Center	Student 2236565095 Student 2001196010 Student 8606749727 Student 5855782016 (UB)	\$50,570 \$50,570 \$50,570 \$50,570
The Children's Home Mary Dobbins School	Student 9792068474	\$58,788
Collier	Student 9274228713 (UB)	\$54,335
CPC High Point	Student 3138898803 Student 9586259263 Student 6259385698 (UB) Student 7961053454 (UB)	\$63,000 \$63,000 \$63,000 \$63,000
Hawkswood	Student 1719130762 Student 6176616695 (UB) Student 1454536179 (UB)	\$60,500 \$60,500 \$60,500
Henry Hudson	Student 4261335931 (UB) Student 5035154858 (UB)	TBD TBD
Search Day Program	Student 2900941894	\$86,041 (includes \$30,030 for aide)
Somerset Hills	Student 5697290870	TBD

- 10.7 Motion to approve the following transportation contract renewal for the 2014-2015 school year:

R. Helfrich & Sons Corp. Route #2005 Career Ctr.
\$212.18 per diem x 180 days = \$38,192.40

Increase in accordance with CPI (1.69%)

- 10.8 Motion to approve the renewal of the Athletic Transportation Contract with R. Helfrich & Son for the 2014-2015 school year in the amount of \$48,048.04 (1.69% increase per CPI).

- 10.9 Motion to approve G. R. Murray Insurance as Broker of Record for the 2014-2015 school year in accordance with the following schedule:

Multi-Peril Package, Automobile, Environmental	\$ 60,401
School District Legal Liability	\$ 26,052
Catastrophe Excess 50,000,000 aggregate	\$ 4,960
Workers Compensation	\$114,910
Supplemental Wage Reimbursement	\$ 2,761
Bond- Bd Secy/SBA (\$225,000)	<u>\$ 700</u>
Total	\$209,784

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- 10.10 Motion to authorize the School Business Administrator to make all necessary account transfers within the 2013-2014 school budget to close out the year and pay necessary bills with authorization of the president.
- 10.11 Motion to authorize the School Business Administrator to pay bills over the summer prior to the meeting scheduled on August 13, 2014, with authorization of the president.
- 10.12 Motion to approve Cleary Giacobbe Alfieri and Jacobs, LLC, as Board attorneys for the 2014-2015 school year at a rate of \$150 per hour.
- 10.13 Motion to approve a service agreement with Johnson Controls for the 2014-2015 school year to service pneumatic controls, and heating computer at a cost of \$TBD (11-000-261-420-11-02-000). (Currently not finalized)

This contract is awarded without competitive bids as a professional service under the provisions of the Local Public Contracts Law because such law permits agreements for such service without bidding.

- 10.14 Motion that the Board approve the following transfer of unexpended appropriations and/or excess revenue to reserve:

Whereas, NJSA18A:21-2 and NJSA 18A:7A-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end and,

Whereas, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

Whereas, the Keyport Board of Education wishes to deposit anticipated excess current revenue and/or unexpended appropriations into a Capital Reserve Account at year end, and

Whereas, the Keyport Board of Education has determined that up to \$1,000,000 is available for such purposes to transfer,

Now Therefore Be It Resolved by the Keyport Board of Education that it hereby authorizes the district's School Business Administrator to establish this account if necessary and make this transfer consistent with all applicable laws and regulations.

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- 10.15 Motion that the Board approve the following transfer of unexpended appropriations and/or excess revenue to reserve:

Whereas, NJSA18A:21-2 and NJSA 18A:7A-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end and,

Whereas, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

Whereas, the Keyport Board of Education wishes to deposit anticipated excess current revenue and/or unexpended appropriations into a Maintenance Reserve Account at year end, and

Whereas, the Keyport Board of Education has determined that up to \$650,000 is available for such purposes to transfer,

Now Therefore Be It Resolved by the Keyport Board of Education that it hereby authorizes the district's School Business Administrator to establish this account if necessary and make this transfer consistent with all applicable laws and regulations.

- 10.16 Motion that the Board approve the withdrawal of \$200,000 from Maintenance Reserve for the 2014-2015 school year into the following Maintenance Accounts in accordance with the district Comprehensive Maintenance Plan:

11-000-261-420-11	Maintenance Repair-KCS Library & Media Rehabilitation	\$100,000
11-000-263-610-11	Care of Grounds-Athletic Field Rehabilitation	\$100,000

- 10.17 Motion that the Board approve the breakfast and lunch prices for the school year 2014-2015 as follows (to be supplied for the June 25, 2014, Business Meeting)

- 10.18 Motion to approve the contract with Maschios's Food Service, Inc, Flanders, NJ to operate the Food Service Program for Keyport Public Schools for the 2014-2015 school year on a flat management fee basis. The Local Education Agency shall pay Maschio's an annual management fee in the amount of \$11,280. The management fee shall be payable in

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monthly installments of \$1,128.00 per month commencing on September 1, 2014, and ending on June 30, 2015.

Maschio’s guarantees a return to the Local Education Agency in the amount of \$25,000. In the event the actual bottom line of the operational report (total revenue from all sources less program costs, including the management fee) is below this amount, Maschios shall be responsible for any shortfall.

- 10.19 Motion that the Board approve the Flexible Spending Account (FSA) to be offered through Horizon for the 2014-2015 school year.
- 10.20 Motion that the Board approve the application for Extraordinary Aid for the 2014-2015 school year.
- 10.21 Motion that the Board approve the participation in the ACES consortium program for Natural Gas for the 2014-2015 school year.
- 10.22 Motion that the Board approve the participation in the ACES consortium program for Electricity for the 2014-2015 school year.
- 10.23 Motion that the Board accept the IDEA Basic and IDEA Pre-School funding for the 2014-2015 school year.(to be supplied)
- 10.24 Motion to approve the IDEA Basic Grant Amendment for the 2013-2014 school year to reflect the reallocations as specified below. This does not impact the overall amount awarded during the 2013-2014 school year.

Instruction Purchased Services	\$55,640
Other Purchased Services	162,776
Instructional Supplies	8,475
Professional and Technical Services	24,217
Purchased Property Services	3,400
Non-Instructional Supplies	2,383
- 10.25 Motion that the Board accept the NCLB Title Funding for the 2014-2015 school year (to be supplied).
- 10.26 Motion to approve a District Before and After Care Program for the 2014-2015 school year (Extendicare), to be paid from Enterprise Fund 64.

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10.27 Motion that the Board approve the attendance at the conferences for the 2014-2015 school year. Amounts and date to be supplied.

NJSBA Workshop
 NJASA
 NJASBO
 ASBO

11.0 Curriculum-Mrs. Savoia

11.1 Motion, as recommended by the Superintendent of Schools, to approve the following out of district workshops to be paid from the general fund, unless indicated otherwise:

Employee Name	Date(s)	Workshop Name	Location/Mileage	Cost
Braithwaite, Deboney	8/11- 8/14/14	Advanced Placement Summer Institute	Toms River, NJ/0	\$850
Egan, Christina	7/21- 7/25/14	AP Program for AP English & Literature & Composition	Madison, NJ/368	\$994
Jones, Melissa	6/18/14	Grow NJ Kids Info Session	Trenton, NJ/104	\$33

(Mileage reimbursed in accordance with OBM regulations/negotiated contract)

11.2 Motion to accept the Harassment, Intimidation and Bullying (HIB) incident reports as follows:

DATE	SCHOOL	INCIDENTS REPORTED	HIB
May 2014	Central	1	1
May 2014	KHS	3	1

11.3 Motion to approve the following class trip for the 2013-2014 school year:

<u>Destination</u>	<u>Group (grade or club)</u>
IHOP Trip	HS General Math Class

11.4 Motion to approve 2014-2015 Keyport High School and Central School Athletic Schedules on file in the Board Office.

11.5 Motion to approve the April and May 2014 Security Drill Reports as follows:

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April 2014

Keyport High School	Active Shooter	All staff & students	April 9, 2014 8:00 AM
Keyport High School	Fire Drill	All staff & students	April 11, 2014 1:30 PM
Keyport Central School	Active Shooter	All staff & students	April 9, 2014 9:00 AM
Keyport Central School	Fire Drill	All staff & students	April 8, 2014 10:10 AM

May 2014

Keyport High School	Fire Drill	All staff & students	May 13, 2014 9:35 a.m.
Keyport High School	Lockdown Drill	All staff & students	May 22, 2014 1:00 p.m.
Keyport Central School	Fire Drill	All staff & students	May 19, 2014 1:30 p.m.
Keyport Central School	Lockdown Drill	All staff & students	May 27, 2014 10:05 a.m.

- 11.6 Motion to approve the 2014-2015 Nursing Plan for the Keyport School District.
- 11.7 Motion to approve the Danielson 2013 Framework to be used for Teacher Evaluation in 2014-2015.
- 11.8 Motion to approve the following Marshall evaluation instruments for administrators for the 2014-2015:
- Director
 - Director of Special Services
 - Principal
 - Assistant Principal
- 11.9 Motion to approve the submission of the 2014-2015 Bilingual Waiver.
- 11.10 Motion to approve the 2014-2015 Professional Development Plans for Keyport Central School and Keyport High School.
- 11.11 Motion to approve 2 teachers to screen the incoming Kindergarten students, at the rate of \$35 per hour, not to exceed 5 hours, to be funded from NCLB.

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- 11.12 Motion to approve 3 teachers from Keyport Central School to attend the NCLB retreat on June 23, 2014, from 12:30 PM-3:30 PM, at the rate of \$20 per hour, to be funded from NCLB, not to exceed \$180.
- 11.13 Motion to approve 3 teachers from Keyport High School to attend the NCLB retreat on June 23, 2014, from 12:30 PM-3:30 PM, at the rate of \$20 per hour, to be funded from NCLB , not to exceed \$180.
- 11.14 Motion to approve the New Jersey Security Drill Statement of Assurance for the 2013-2014 school year for the Keyport School District.
- 11.15 Motion to change the Central School PreK hours from 8:30 a.m. - 2:00 p.m. to 7:50 a.m. - 2:49 p.m.
- 11.16 Motion to approve the Keyport High School Textbooks for the 2014-2015 (as attached).
- 11.17 Motion to approve the Curriculum Development Schedule for the 2014-2015 (as attached).

12.0 Personnel-Mrs. Savoia

- 12.1 Motion to approve Erica Pater as a Central School Special Education Teacher for the 2014-2015 school year at a salary of \$53,956, MA Step 1.
- 12.2 Motion to approve Jacqueline Tesoriero as a High School English Teacher for the 2014-2015 school year at a salary of \$50,244, BA Step 1.
- 12.3 Motion to rescind the action taken at the May 20, 2014, meeting (Resolution 11.13) to approve the Fall Athletic Positions for the 2014-2015 school year.

<u>Fall Athletic Positions</u>	<u>Name</u>	<u>Stipend</u>
HS Football	John Paczkowski	\$8,322
HS Assistant Football	Nick Christathakis	\$6,022
HS Assistant Football	Pete Miller	\$6,022
HS Assistant Football	Steve Bower	\$6,022
HS Assistant Football	Dominick Amoroso	\$6,022
HS Assistant Football	Micah Bender	\$5,535
HS Boys Soccer	TBD	\$5,535
HS Girls Soccer (JV)	Jennifer Rojas	\$5,535
HS Girls Volleyball	Lindsay Thein	\$6,270
HS Cross Country	TBD	\$6,934
HS Cheer	Alexandra Huylebroeck	\$4,867
HS Assistant Cheer	Cerelle White	\$7,709
HS Field Hockey	TBD	\$5,654

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HS Assistant Field Hockey	Deboney Braithwaite	\$5,535
CS Boys Soccer	Amy Ullrich	\$5,535
CS Girls Soccer	Jeanne Cataldo	\$5,535
CS Field Hockey	Val Rogers	\$5,535
1 st Semester Fitness Room Supervisor	Kyle Keelen	\$1,600
1 st Semester Community Fitness Room Supervisor	Andrea Walsh	\$1,600
Clock Operator	Staci Minuskin	\$35 per game
Announcer	James Wesley	\$52.50 per game
Ticket Taker	Michelle Cannizzaro	\$52.50 per game
Ticket Taker	Mike Cannizzaro	\$52.50 per game
Crowd Control /Security	Barrett Oxley	\$52.50 per game
Crowd Control /Security	Phil Recco	\$52.50 per game
Crowd Control /Security	Larry Peterson	\$52.50 per game

Volunteer Coaches: James Maguire, Ezra Hill, Johnny Kemp, Alissa Francisco

BE IT FURTHER MOVED to approve the following KHS Fall Athletic Positions for the 2014-2015 school year:

POSITION	NAME	STIPEND
Cheerleading, Assistant	Cerelle White	*4,867
Cheerleading, HS	Alexandra Huylebroeck	*6,934
Field Hockey, Assistant	Deboney Braithwaite	*5,654
Field Hockey, HS	Alissa Francisco	*7,709
Field Hockey, CS	Valerie Rogers	*5,535
Football, Assistant	Dominick Amoroso	*6,022
Football, Assistant	Mica Bender	*6,022
Football, Assistant	Steve Bower	*6,022
Football, Assistant	Pete Miller	*6,022
Football, Assistant	TBA	*6,022
Football	John Paczkowski	*8,322
Soccer, CS (Boys)	Amy Ullrich	*5,535
Soccer, CS (Girls)	Jeanne Cataldo	*5,535
Soccer, HS (Boys)	TBA	*5,535
Soccer, HS (Girls)	Jennifer Rojas	*5,535
Volleyball, HS	Lindsay Thein	*5,535
Fitness Center Supervisor 1 st Semester	Kyle Keelen	*1,600
Adult Fitness Center Supervisor 1 st Semester	Andrea Walsh	*1,600
Summer Fitness Center Supervisor	John Paczkowski	*1,600

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Clock Operator	Staci Minuskin	\$35 per game
Announcer	James Wesley	\$52.50 per game
Ticket Taker	Michelle Cannizzaro	\$52.50 per game
Ticket Taker	Mike Cannizzaro	\$52.50 per game
Crowd Control/Security	Barrett Oxley	\$52.50 per game
Crowd Control/Security	Phil Recco	\$52.50 per game
Crowd Control/Security	Larry Peterson	\$52.50 per game

*Stipends Pending New Contract

Volunteer Coaches: Phil Recco, Dean Athans, Nick Ciambrone, Johnny Kemp

- 12.4 Motion to approve the following KCS Extra-Curricular Positions for the 2014-2015 School Year:

Position	Name	Stipend
Board Games	Ron Burgess	\$ 737
Eighth Grade Advisor	Judy Zdanecwicz	\$1,792
Book Club Advisor	Jeanne Cataldo	\$ 737
Chess Club	Doug Chudzik	\$ 950
Drama Club	Kim Finch	\$1,236
Assistant Drama Club	Casey LaSalle	\$ 800
Art Club	Marissa Khachaturian	\$ 758
Student Council	Valerie Rogers	\$2,267
Detention Monitors	Doug Chudzik, Ron Burgess, Brian Brady, Peter Miller, Staci Minuskin	\$20 per hour
Yearbook	Lauren Lloyd	\$1,150
Breakfast Monitors	Staci Minuskin, Casey LaSalle, Alison Delucca, Melanie Stroud	\$20 per hour
Choral Director	Sharon Borrelli	\$2,752
Morning Gym Monitors	Cassandra Murphy, Peter Miller, Valerie Rogers	\$20 per hour
Environmental Club	Doug Chudzik	\$ 739
I&RS	Judy Zdanewicz, Nicole Goldsmith, Lori Kernan	\$1034
Music Director	Tiffani Slattery	\$5,239
Substitute Breakfast Monitors	Brian Brady, Amanda Andrews, Kelly Schmidt, Jeanne Cataldo	\$20 per hour

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12.5 Motion to approve the following Keyport High School Stipend Positions for 2014-2015 school year:

Position	2014-2015 Advisor	Stipend
Key Notes Advisor	Michelle Cannizzaro	\$1,397
	Dawn Racioppi	\$1,397
Student Council Advisor	Kyle Keelen	\$2,267
National Honor Society Advisor	Ann Murray	\$2,267
Yearbook Advisor	Dawn Racioppi	\$3,187
Life Line Advisor	Jennifer Rojas	\$1,283
Drama Club Advisor	Christine Cowen	\$2,267
Assistant Drama Club Advisor	Lisa Wallin	\$1,620
TV Club Advisor	Andrew Lois	\$1,170
TV Cable Station Manager	Chris Gander	\$1,170
Key Club Advisor	Lisa Wallin	\$2,267
Art Club Advisor	Diane Decker	\$758
I&RS Members	Dean Athans	\$1,034
	Erica Wesley	\$1,034
	Dominick Amoroso	\$1,034
Breakfast Monitor	John Paczkowski	\$10/half hour
Detention Monitors	Erica Wesley	\$20/hour
	Dean Athans	\$20/hour
	Mary Mack	\$20/hour
	Jennifer Rojas	\$20/hour
	James Wesley	\$20/hour
Class of 2015 (Senior) Advisor	Cerelle White	\$2,924
Class of 2016 (Junior) Advisor	Erica Wesley/ James Wesley	\$2,532
Class of 2017 (Sophomore) Advisor	Kyle Keelen	\$1,834
Class of 2018 (Freshman) Advisor	Kristen Corsale	\$1,574
Literacy Magazine (Newspaper)	Christina Egan	\$2,182
Band Advisor	Tiffani Slattery	\$5,239
Environmental Club	Lisa Wallin	\$739
Debate Club	James Rasmussen	\$739
Book Club	Christina Egan	\$739

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- 12.6 Motion to approve the following teachers to work the Title I Summer Program, at Central School, from June 30 - July 24, 2014:

Name	Position	Hours	Hourly Rate	Not to Exceed
Tamme Manganeli	2nd grade	60	\$35	\$2,200
Lauren Lloyd	3rd grade	60	\$35	\$2,200
Lesley Guttman	4th grade	60	\$35	\$2,200
Marie Portee	5th grade	60	\$35	\$2,200
MaryAnne Ricca	6th-8th ELA	60	\$35	\$2,200
Amanda Andrews	6th-8th Math	60	\$35	\$2,200
Lori Kernan	Substitute			

- 12.7 Motion to approve the following teachers to work the Title I Summer Program, at Keyport High School, from June 30 - July 24, 2014:

Name	Position	Hours	Hourly Rate	Not to Exceed
Krista Anderson	Math	60	\$35	\$2,200
TBD	ELA	60	\$35	\$2,200

- 12.8 Motion to approve the following teachers to work the Title I Summer Program, at Keyport High School, from July 28 - August 21, 2014:

Name	Position	Hours	Hourly Rate	Not to Exceed
Krista Anderson	Math	60	\$35	\$2,200
Grace Gramaglia	ELA	60	\$35	\$2,200

- 12.9 Motion to approve the following teachers to work the ESL Summer Program to run from June 30-July 24, 2014:

Name	Position	Hours	Hourly Rate	Not to Exceed
Nicole Hamel	2nd - 5th	48	\$35	\$1,700
Cynthia DiNardi	6th - 8th	60	\$35	\$2,200
Mary Mack	9th-11th	60	\$35	\$2,200

- 12.10 Motion to approve the following teachers for curriculum writing, at the rate of \$35 per hour, to be completed by June 30th:

Name	Curriculum	Hours	Hourly Rate	Not to Exceed
Marisa Khachaturian	K-7 Art	10	\$35	\$350
Valerie Rogers	4th/5th grade SS	10	\$35	\$350

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LeeAnn Romanetz	K-2 Math	10	\$35	\$350
Lauren Lloyd	3rd grade Math	5	\$35	\$175
Cassandra Murphy	4-5 Math	10	\$35	\$350
Amanda Andrews	6-8 Math	10	\$35	\$350
Lesley Guttman	K-2 ELA	10	\$35	\$350
Melanie Stroud	3-5 ELA	10	\$35	\$350
Michele Lehnham	6-7 ELA	5	\$35	\$175
Grace Gramaglia	8 ELA	5	\$35	\$175
Dean Athans	History and Ethics of Sports	10	\$35	\$350

12.11 Motion to approve Monmouth University Social Work Intern, Erin Kilroy, under supervision of Denise Cleveland , for the 2014-2015 school year for two full days per week.

12.12 Motion to approve the following Central School Summer School positions for the 6th, 7th and 8th grade for the 2014-2015 school year (all positions are pending student enrollment):

<u>Name</u>	<u>Stipend</u>	<u>Hours/Not To Exceed</u>
Grace Gramaglia	\$35 /hour	30 hours not to exceed \$1,050
Doug Chudzik	\$35/hour	60 hours not to exceed \$2,100
Deboney Brathwaite	\$35/hour	30 hours not to exceed \$1,050

12.13 Motion to approve the following individual as a substitute teacher for the 2014-2015 school year at the prevailing rate of pay:

Group I

Alexandra Huylebroeck* 60+ Credits

*Pending completion of paperwork

12.14 Motion to authorize Superintendent of Schools, Lisa Savoia, to tender offers of employment prior to the board meeting on August 13, 2014, to fill staffing vacancies in a timely manner.

12.15 Motion to approve the following personnel for the Keyport School Extencicare Program for the 2014-2015 school year to be paid from Enterprise Fund (0409):

12.16 Motion to approve the following personnel for the Keyport School Extencicare Program for the 2014-2015 school year to be paid from Enterprise Fund (0409):

<u>Name</u>	<u>Position</u>	<u>Salary</u>
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Lillian Romanetz	Teacher	\$35 per hour
Lynn Ferber	Teacher	\$35 per hour
Catherine Cornell	Substitute Teacher	\$35 per hour
Alison DeLucca	Substitute Teacher	\$35 per hour
Amy Mantino	Substitute Teacher	\$35 per hour
Amy Rodriguez	Substitute Teacher	\$35 per hour
Lori Kernan	Substitute Teacher	\$35 per hour
Heidi Martin	Aide	\$13.32 per hour
Nancy Schanck	Aide	\$13.32 per hour
Marisal Kamper	Substitute Aide	\$13.32 per hour
Deborah Baletta	Substitute Aide	\$13.32 per hour

- 12.17 Motion to approve Lynn Ferber and Lillian Romanetz as the shared Before/After Care Site Supervisor (Extendicare) at a stipend of \$1,750 each, not to exceed \$3,500 for the 2014-2015 school year.
- 12.18 Motion to approve the following Interdistrict Public School Choice Program Act of 2010 18A:36B

WHEREAS, the Interdistrict School Choice Program (N.J.S.A. 18A:36B-14-24) was signed into law by Governor Christie on September 10, 2010, and commenced with the 2011-12 school year, and

WHEREAS, the program is designed to increase educational opportunities for students and their families by providing students with the option of attending a public school outside their district of residence without cost to their parents, and

WHEREAS, students will be able to choose to go to a school outside their district of residence if the selected school is participating in the choice program, and

WHEREAS, the district of residence shall not prevent or discourage its students from participating in the Interdistrict School Choice Program,

WHEREAS, pursuant to N.J.S.A. 18A:36B-8a(1) and subject to approval of the Commissioner of Education, the board of education of the district of residence may limit the number of its district students allowed to participate in the choice program by adopting a resolution, to do the following:

Restrict enrollment of its students in a choice district to a maximum of 10 percent of the number of students per grade level per year in the sending district and

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1. Restrict enrollment of its students in a choice districts to a maximum of 15 percent of the total number of students enrolled in the sending district. (N.J.S.A. 8a (2) and,

WHEREAS, the calculation of enrollment of the district of residence must be based on the October ASSA and the method to be used in calculating enrollment is described in N.J.S.A. 18A:36B-8b (3), and

WHEREAS, in the event a district adopts any resolution restricting the enrollment of its students in choice districts and student requests for participation exceed the limits set by the district of residence, the district must conduct a lottery.

NOW THEREFORE, BE IT RESOLVED that, upon the recommendation of the Superintendent of Schools, the Keyport Board of Education in the County of Monmouth, New Jersey adopts for the academic year 2014-2015, a 10% percent cap by grade and a 15% percent cap by sending district in the number of students that may opt to attend a district of choice,

BE IT FURTHER RESOLVED that the Superintendent is authorized and directed to establish and conduct a lottery if the number of interested students exceeds this ten percent limit in any grade and fifteen percent limit by sending district.

- 12.19 Motion to approve the Security Plan for the 2014-2015 school year.
- 12.20 Motion to approve Kathleen Duffe as a Speech Language Specialist for the 2014-2015 school year at a salary of \$53,956 MA, Step 1.
- 12.21 Motion to approve the following personnel for Extended School Year:
Kathleen Duffe, Speech Therapist 90 hours \$41.50/hour (NTE \$3,735)
- 12.22 Motion to accept, with regret, the resignation of Nicholas Christathakis, HS Hall Monitor, effective June 30, 2014.

13.0 Policy

- 13.1 Motion to approve the following policies and regulations for the second reading to be attached to the minutes after the second reading:

P0141 Board Member Number and Term
P0143 Board Member Election and Appointment
P1581 Victim of Domestic or Sexual Violence Leave (M)
P3125 Employment of Teaching Staff Members (M)

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- P3230 Outside Activities
- P3240 Professional Development for Teachers and School Leaders (M)
- R3240 Professional Development for Teachers and School Leaders
- P4125 Employment of Support Staff Members (M)
- P4230 Outside Activities
- P6511 Direct Deposit
- P8507 Breakfast Offer Versus Serve (OVS)
- P8508 Lunch Offer Versus Serve (OVS)

14.0 Old Business

15.0 New Business

16.0 Public Participation – agenda and non agenda items

17.0 Adjournment to Executive Session (TIME:)

17.1 RESOLVED by the Keyport Board of Education as per Chapter 231, P.L. 1975:

- a. That it is hereby determined that it is necessary to meet in Executive Session on June 11, 2014, to discuss
 - Personnel
 - Finance
 - Contract negotiations
 - Grievances
 - Facilities project issues
- b. The matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.
- c. Length of meeting thought to be approximately one hour.
- d. Action may be taken upon return to Open Session.

MOTION:

SECOND:

18.0 Return to Open Session (TIME:_____)

19.0 Adjournment